

Miriam -

1. I'd like to put this  
on next week's DD S  
Staff Mtg agenda.

2. Please also have <sup>delivered</sup>  
memo to D / hqz retype/  
to delete 1st sentence  
para 3. We can  
send that & memo to  
Dico in advance of  
next Tues. ~~Done~~  
9-9-7

9 SEP 1971

MEMORANDUM FOR: Director of Communications

SUBJECT : Commendation -- Suggestion and Invention Awards  
Performance

1. I am pleased to note that the Office of Communications had an outstanding record in Suggestion and Invention Awards performance for Fiscal Year 1971. Communications employees submitted thirty-eight (38) eligible suggestions, ten (10) of which were adopted. OC employees received awards totalling \$3,200, the highest volume in the Support Services.

2. Your record is ample indication of the objective evaluation of technical proposals by your Program Coordinator,

25X1

25X1

3. Please continue to urge your supervisors to encourage the development of new ideas and inventions that are so essential to our mission.

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

Prepared by OP  
Retyped: O/ADD/S:ms (7 Sept 71)  
Distribution:

Orig & 1 - Adse  
1 - DD/S Chrono  
1 - DD/S Subject  
1 - D/Pers  
1 - BSD  
2 - SAC (1 w/held)

~~SECRET~~

DD/S 71-3442

MEMORANDUM FOR : Director of Communications

SUBJECT : Commendation -- Suggestion and  
Invention Awards Performance

1. I am pleased to note that the Office of Communications had an outstanding record in Suggestion and Invention Awards performance for Fiscal Year 1971. Communications employees submitted thirty-eight (38) eligible suggestions, ten (10) of which were adopted. OC employees received awards totalling \$3,200, the highest volume in the Support Services.

2. Your record is ample indication of the objective evaluation of technical proposals by your Program Coordinator, [REDACTED]

25X1

25X1

3. Please continue to urge your supervisors to encourage the development of new ideas and inventions that are so essential to our mission.

John W. Coffey  
Deputy Director  
for Support

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

2 Sept

Mr. W. -

I discovered an error in  
para 1 of memo for D/CO.

Thought you would like to  
review content before I  
retype -- in case you  
wish to make additional  
changes.

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should be eligible "suggestions"

OK

p.

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DD/S 71-3443

9 SEP 1971

MEMORANDUM FOR: Director of Logistics

SUBJECT : Commendation -- Suggestion and Invention  
Awards Performance

1. My congratulations to you and your Office for your continued excellent record in the Suggestion and Invention Awards Program. Office of Logistics employees submitted thirty-nine (39) eligible suggestions, twenty-three (23) of which were adopted. This gave you an unusually high adoption rate, 59%, more than double the Agency's average of 28%. Awards totalling \$2,740 were paid your employees.

2. Your Program Coordinator,  encouraged suggestions and inventions to the utmost through supervisory channels. He obtained objective evaluations and assisted the committee considerably in reaching final conclusions and recommendations.

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3. I hope you will continue to urge your supervisors to encourage creativity and cost saving achievements.

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

Rewritten:DD/S;JWC:llc (8 September 1971)

Distribution:

- O+1 - Addressee
- 1 - DD/S Chrono
- ~~1~~ - DD/S Subject
- 1 - D/Pers
- 1 - BSD
- 2 - SAC ( 1 w/h)

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DD/S 71-3442

27 AUG 1971

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Suggestion and Invention Awards Performance --  
Fiscal Year 1971

1. This memorandum submits for your signature letters of commendation to the Directors of Communications and Logistics for their Fiscal Year 1971 Suggestion and Invention Awards Program accomplishments.

2. Performance highlights for the Support Services were:

Eligible Suggestions Submitted . . . . .	139
Suggestions Adopted . . . . .	51
Adoption Rate . . . . .	37%
Awards Paid . . . . .	\$7,940

3. The total amount of awards paid to Agency employees was \$28,555. The number of eligible suggestions received and adopted from Support Services' employees exceeded the record of any other directorate or service. The volume of Support Services' eligible suggestions, 139 cases, increased by 26% over the FY 1970 total of 110. The Support Services' adoption rate of 37% was well above the Agency-wide rate of 28%. Other adoption rates were: Clandestine Service, 22%, Directorate of Intelligence, 30% and Directorate of Science and Technology, 18%.

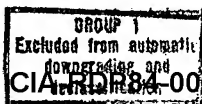
4. The performance figures for the Agency are attached as a matter of interest to you and your Office Heads.

Office of Communications including  employees submitted 38 suggestions. Ten (10) proposals were adopted (26%) for total cash awards of \$3,200 and an average cash award of \$320 -- the highest of the Support Services.

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The Office of Logistics had the best participation record in the Support Services with the submission of

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39 eligible suggestions and 23 adoptions. Cash awards earned by OL employees totalled \$2,740.

5. Your approval and signature are requested on the attached letters.



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/ Acting Chairman  
Suggestion Awards Committee

Atts

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## SUGGESTION AND INVENTION AWARDS PROGRAM

## FISCAL YEAR 1971 REPORT

Component	Eligible	Suggestions Declined	Adopted	Adoption Rate	Certifi- cates	Cash Awards	Amount Paid	Average Cash Award
<u>Office of the Director</u>								
Ex. Dir-Comptroller	3	1	-	-	-	-	-	-
OIG	4	3	-	-	-	-	-	-
OGC	1	1	-	-	-	-	-	-
ONE	3	-	-	-	-	-	-	-
	<u>11</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Support Services</u>								
O/DDS	2	-	1	50%	1	-	-	-
OMS	1	-	1	100%	-	1	\$ 25	\$ 25
OC	38	16	10	26%	-	10	3,200	320
OL	39	11	23	59%	3	20	2,740	137
OP	6	4	-	-	-	-	-	-
OS	16	6	3	19%	1	2	155	78
USSP	13	6	2	15%	2	-	-	-
OTR	11	1	7	64%	-	7	1,270	181
OF	13	3	4	31%	-	4	550	138
	<u>139</u>	<u>47</u>	<u>51</u>	<u>37%</u>	<u>7</u>	<u>44</u>	<u>\$ 7,940</u>	<u>180</u>
<u>Clandestine Service</u>								
CI	1	-	-	-	-	-	-	-
FI	5	2	1	20%	-	1	\$ 300	\$300
OPSER	21	10	5	24%	-	5	475	95
CA	4	4	-	-	-	-	-	-
TSD	30	9	6	20%	3	3	900	300
AF	9	7	1	11%	1	-	-	-
EUR	6	5	2	33%	-	2	225	113
FE	15	6	5	33%	1	4	375	94
NE	17	14	2	11%	1	1	25	25
SB	5	3	1	20%	-	1	175	175
WH	10	3	4	40%	-	4	325	81
MPS	3	3	-	-	-	-	-	-
	3	2	1	33%	1	-	-	-
	<u>1</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>130</u>	<u>69</u>	<u>28</u>	<u>22%</u>	<u>7</u>	<u>21</u>	<u>\$ 2,800</u>	<u>\$133</u>
<u>Directorate of Intelligence</u>								
OBGI	2	1	2	100%	-	2	\$ 250	\$125
OCI	4	2	1	25%	1	-	-	-
OER	5	4	-	-	-	-	-	-
NPIC	98	42	28	29%	1	27	13,360	495
CRS	3	3	-	-	-	-	-	-
DCS	7	3	-	-	-	-	-	-
IAS	2	-	5	250%	-	5	1,410	282
	8	4	4	50%	1	3	780	260
OSR	4	2	-	-	-	-	-	-
	<u>133</u>	<u>61</u>	<u>40</u>	<u>30%</u>	<u>3</u>	<u>37</u>	<u>\$15,800</u>	<u>\$427</u>
<u>Directorate of Science and Technology</u>								
O/DDS&T	1	1	-	-	-	-	-	-
OCS	8	6	-	-	-	-	-	-
OEL	1	-	1	100%	-	1	\$ 140	\$140
ORD	18	10	3	17%	-	3	675	225
OSA	4	1	2	50%	-	2	1,200	600
OSI	3	2	-	-	-	-	-	-
FMSAC	3	3	-	-	-	-	-	-
OSP	2	2	1	50%	1	-	-	-
	<u>40</u>	<u>25</u>	<u>7</u>	<u>18%</u>	<u>1</u>	<u>6</u>	<u>\$ 2,015</u>	<u>\$336</u>
TDR*	5	5	-	-	-	-	-	-
TOTALS	458**	212***	126	28%	18	108	\$28,555	\$264

\*Denotes Interdepartmental Referral.

\*\*Plus 97 ineligible suggestions processed and closed by the Executive Secretary; GRAND TOTAL 555 suggestions received.

\*\*\*Plus 116 prior year suggestions; GRAND TOTAL 328 declined case actions during Fiscal Year 1971.

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